



SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION

DIPLOMA ORDER AND TRACKING SYSTEM (DOTS)

USER MANUAL FOR SOUTH CAROLINA PUBLIC SCHOOLS

2019-20

TABLE OF CONTENTS

Overview	1
Essential Preliminary Information	1
PowerSchool Data	1
Supported Web Browsers	2
User Roles in DOTS	2
Access DOTS	3
Making Changes/Corrections in DOTS	4
Ordering Diplomas.....	6
Diploma Ordering Process Overview	6
Diploma Orders	6
Verify School Information	7
Order Early/Late Diplomas	9
Order Spring Batch Diplomas	14
Diploma Order Report.....	18
Graduate List.....	19
Graduation Verification Process Overview.....	19
Graduate Verification	19
Principal Certification/Verification Process	21
Resetting a Personal Identification Number (PIN)	23
DOTS Directions for District Users.....	24
Checking Diploma Orders.....	25
Viewing DOTS Reports	25
Frequently Asked Questions:	26

Overview

The Diploma Order Tracking System (DOTS) is a Web-based process that replaces the manual diploma tracking and verifying process. DOTS tracks graduates for the purpose of ordering diplomas and validating official graduation lists at the end of every graduation cycle for South Carolina public high schools. DOTS also allows the South Carolina Department of Education (SCDE) to reprint diplomas for graduates of South Carolina public high schools who may have lost their original diplomas or need verification of a graduation for a job.

A DOTS user logs into the SCDE Website Member Center prior to ordering diplomas. High school personnel with DOTS access may confirm and correct student names in DOTS. All other corrections will need to be made in PowerSchool. Once the diploma order information has been confirmed by the school, it will be automatically formatted and transferred to the diploma print vendor.

Following graduation, personnel with DOTS access will verify the Graduation List and send it to the high school principal to certify the South Carolina graduates from his/her high school. Once certified by the principal, the DOTS system flags those students as having graduated.

Essential Preliminary Information

All DOTS users will need the information in this section to properly utilize the Diploma Order Tracking System. There are five sections: PowerSchool Data, Supported Web Browsers, User Roles in DOTS, Accessing DOTS and Making Changes/Corrections in DOTS. You may want to mark this section and return to it as needed.

PowerSchool Data

PowerSchool users are required to continue to enter the same data in PowerSchool as was required before the DOTS application was adopted.

For a student to be included in the DOTS Diploma Order, the following information must be entered in PowerSchool:

- Diploma Order Code must be an F.
- Exit/Graduation date fields (two separate fields) must be in the range currently being processed; the exact dates for each range will be posted in DOTS.
 - Winter Graduation: August through January
 - Spring Graduation: January through May/June
 - Summer Graduation: June through August (first day of new school year – the third Monday in August)
- Grade Level must be 10, 11, 12, or 99.
- If a student name is incorrect in PowerSchool, it should be corrected in PowerSchool prior to being imported into DOTS. If not, the name will need to be corrected in DOTS.

- District Informational/Instructional Technology (IT) Offices will extract school data through the Diploma Order query in the Enrich Data Collection Tool.
- Districts are encouraged to run this query regularly during the **spring** graduation season.
- During the spring graduation period, the SCDE will continue to extract data from all districts:
 - Extractions will be done during the day and in the evenings.
 - With PowerSchool coded correctly, the school data will be visible in DOTS after the SCDE data extraction.

For a student to be included in a query for graduates, the following information must be entered in PowerSchool:

- After graduation, Diploma Earned Code must be an F.
- All other information must be entered, as indicated above for the DOTS diploma order.

NOTE: **Final, official transcripts must have the *date calculated* value on the date of graduation or before June 15. Students may request their schools send *Work in Progress* transcripts to colleges, universities, or scholarship providers throughout the year. However, the *Final* or *End of Year* transcript must be processed after the graduation date, but before June 15. After the June 15 date, any transcript provided to any entity must be retrieved from the archive of the graduate's high school. These reports cannot be processed again through PowerSchool.**

Supported Web Browsers

The South Carolina Department of Education Diploma Ordering and Tracking System (DOTS) is a Web-based application accessed by users via the Internet. DOTS will function and display properly in the following three Web browser versions:

- Microsoft Internet Explorer 8.0
- Mozilla Firefox 3.6
- Google Chrome 10

Additionally, all of the subsequent Web browser releases from the three browsers mentioned above and though each current public release version will function properly with DOTS.

User Roles in DOTS

To use DOTS, a district or school must identify the personnel to be given access to DOTS and what assigned role each person will hold. See the chart below of DOTS user roles. Each DOTS user must have a SCDE login account. The district Web access coordinator is responsible for linking assigned roles within the Web Application Access (WAA) tool to the proper users. Also, if a user's role or email changes, the district Web access coordinator must be notified to make the appropriate change. If there are changes to an existing user's login credentials, or if there is a new DOTS user, proper rights for the new login will need to be generated in the WAA tool.

DOTS User Roles and Descriptions

DOTS User Roles	Intended Audience	Capability/Responsibility
DOTS District Staff	District Support Staff	Ability to view diploma orders and verified Graduate lists.
DOTS School Admin	High School Principal or Adult Ed Director	Abilities of DOTS School Staff and the ability to certify final Graduate Lists.
DOTS School Staff	High School Staff and Adult Ed Staff	Ability to view and correct data in DOTS. Ability to place diploma orders, and verify Graduate Lists before they go to the DOTS School Admin.

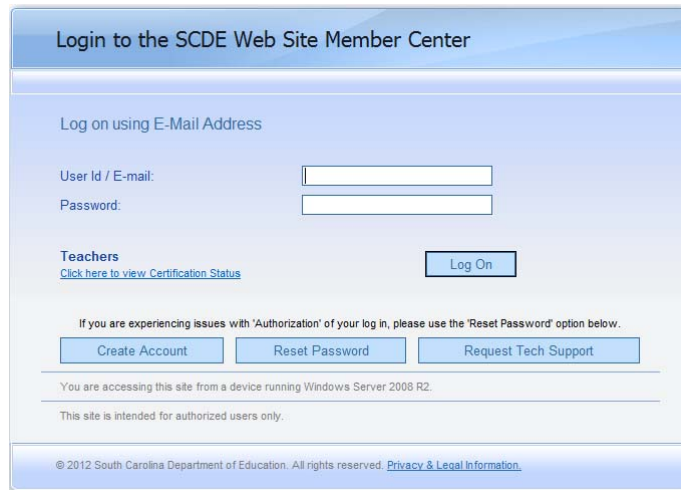
Accessing DOTS

Follow the directions below:

1. Open an Internet browser window.
2. Navigate to the South Carolina's Department of Education Web site, <https://ed.sc.gov>.
3. Select the **Login** link located at the upper right hand side of the menu bar.

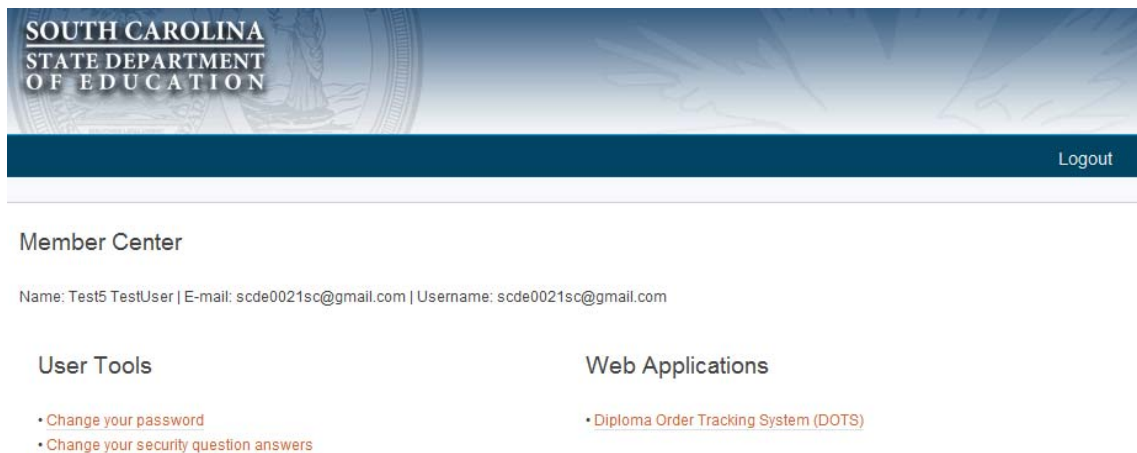


4. Enter the appropriate user id and password.
5. Select **Log On** (blue button).



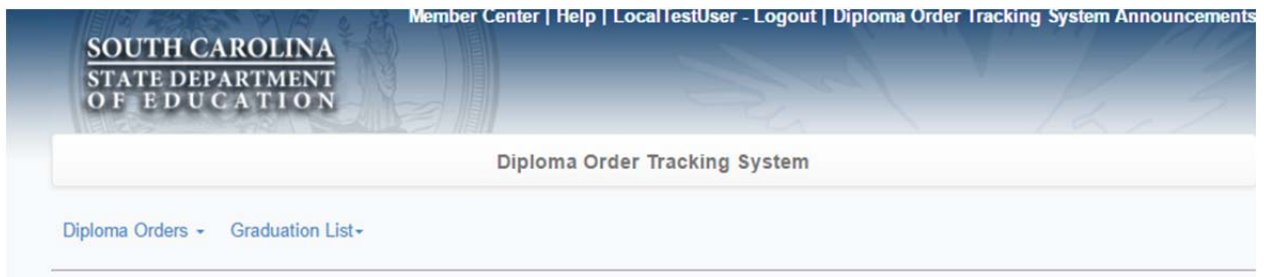
The image shows a login form titled "Login to the SCDE Web Site Member Center". It has a section for "Log on using E-Mail Address" with input fields for "User Id / E-mail:" and "Password:". Below these is a "Log On" button. There is also a link for "Teachers" to view certification status. At the bottom, there are links for "Create Account", "Reset Password", and "Request Tech Support". A footer note states: "You are accessing this site from a device running Windows Server 2008 R2. This site is intended for authorized users only." The copyright is © 2012 South Carolina Department of Education.

6. Select the Diploma Order Tracking System (DOTS) link.



The image shows the SCDE Member Center dashboard. The header includes the "SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION" logo and a "Logout" link. The main content area is titled "Member Center" and shows user information: "Name: Test5 TestUser | E-mail: scde0021sc@gmail.com | Username: scde0021sc@gmail.com". Below this are two sections: "User Tools" with links to "Change your password" and "Change your security question answers", and "Web Applications" with a link to "Diploma Order Tracking System (DOTS)".

When a user enters DOTS, the following menu options will display.



The image shows the "Diploma Order Tracking System" menu. The header includes the "SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION" logo and navigation links: "Member Center | Help | Local TestUser - Logout | Diploma Order Tracking System Announcements". The main content area is titled "Diploma Order Tracking System" and has two dropdown menus: "Diploma Orders" and "Graduation List".

NOTE: A DOTS School Admin user will have an additional “Admin” tab for managing his/her PIN.

The Diploma Orders menu provides users the ability to verify a school's information, order student diplomas and review and approve student diploma orders. The Graduation List menu provides users final reviews and approval of the graduating class.

Making Changes/Corrections in DOTS

DOTS allows users the ability to make corrections. However, prior to doing so, the user needs to understand the processes which vary based on where the user is in the ordering process.

Changing school information is especially sensitive. For example:

- Changing the graduation date **prior to approving the diploma order** is easy and has no impact on other processes.
- Changing the graduation date between approving the diploma order and having the order downloaded by the print vendor will result in the school user needing to re-approve the diploma order list.
- Changing the graduation date **AFTER** the diploma order has been downloaded by the print vendor may result in being charged twice for the diplomas. If it is discovered that the graduation date is incorrect after the order has been downloaded, the school will need to immediately contact the diploma print vendor. Each school district has a Consumer Service Representative (CSR) Contact your CSR to attempt to stop the order from printing. The user who changed the graduation date will need to re-approve the diploma order list in DOTS.

When corrections are made, the system will display warning messages. Please read them carefully, as they are very helpful and will assist the user in determining the status of the diploma order. Below are samples of warning messages.

The first screenshot shows the 'School Information' form with fields for School Year (2016-17), Period (Spring), School (empty), Graduation Date (06/07/2017), and Diploma Status (Show all). An 'Attention' message box on the right states: 'SCDE has not received your data from your district. Please be sure each expected graduate has a Diploma Order Code of F in PowerSchool.'

The second screenshot shows the 'School Information' form with fields for District (empty) and School (empty). An 'Order Error' message box on the right states: 'School information needs to be [verified](#) for the Winter 2016-17 graduation period.'

Record Info [X]

Warning

A previous diploma order has been placed for this student for the Spring 2015-16 graduation period on: Feb 24, 2016.

Cancel Edit

School Information

School Year: 2016-17

Period: Spring

School:

Graduation Date:*

Update Graduation Date

Your graduation date must be set before you can place your diploma order.

Update Graduation Date

Search by name: Search

NOTE: A DOTS user may not make changes to information for students already verified and certified as SC graduates. Please see the Frequently Asked Questions on pages 26 – 27 for more information.

Ordering Diplomas

Diploma Ordering Process Overview

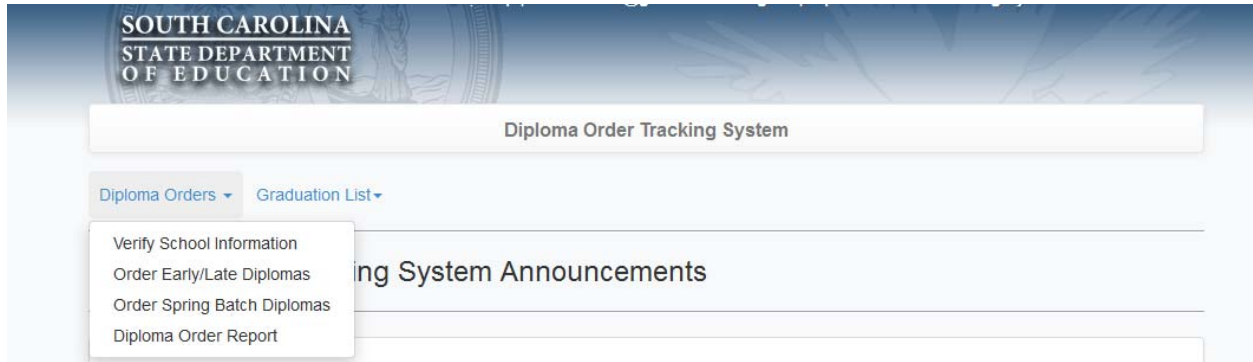
The diploma ordering process has four main steps:

1. For Spring Batch Diploma orders, student information is updated in PowerSchool. District IT runs the Diploma Orders query using the Enrich Data Collection Tool to extract and export the needed information.
2. Early/Late Diploma orders are compiled from a pool of student names found within PowerSchool.
3. Schools confirm (enter/correct) information about the school and graduation which is needed to process the diploma order in DOTS.
4. After a diploma order has been created, schools need to confirm (correct) student names and then approve the diploma order in DOTS.
5. The diploma print vendor accesses DOTS to download the orders.

Diploma Orders

1. The Diploma Orders drop down menu has four options. Always begin with **Verify School Information**.

2. Next move to the type or time of an order, **Order Early/Late Diplomas** (winter/summer/additional graduates) or...
3. **Order Spring Batch Diplomas** (only for traditional spring graduates).
4. The final option is the **Diploma Order Report**.



Verify School Information

The information on the screens below is required to process any diploma order. Therefore, the school information must be approved prior to processing an Early/Late or Spring Batch Diploma order.

1. **General Information screen:** Users may review the school district, the high school name, and the present diploma ordering period.

General Information

District:

Horry

School:

St. James High School

Period:

Winter 2016-17

2. **Physical Address screen:** Users may review the high school physical address.

Physical Address

Street:

10800 Highway 707

City:

Murrells Inlet

State:

SC

Zip:

29576

3. **Administration screen:** Users may review the names of the school principal and the district superintendent.



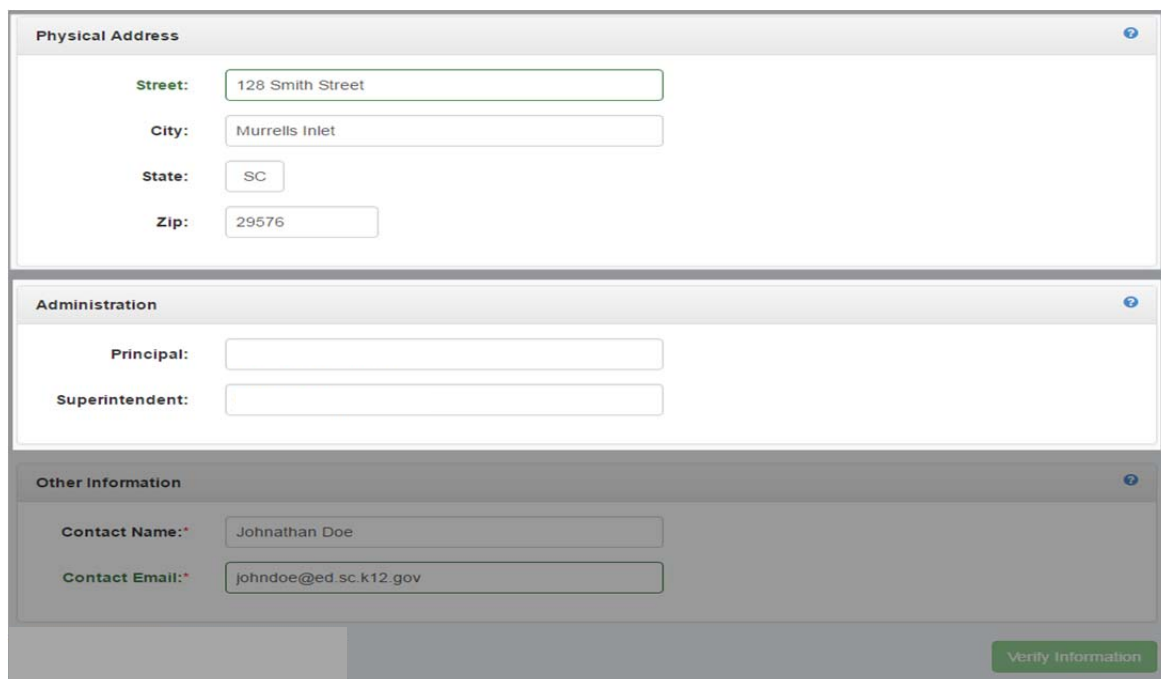
The Administration screen is a form with a title bar labeled "Administration" and a help icon. It contains two input fields: "Principal:" and "Superintendent:", each with a text box.

Other Information screen: Users may change the contact name and email.



The Other Information screen is a form with a title bar labeled "Other Information" and a help icon. It contains two input fields: "Contact Name:*" with the value "Johnathan Doe" and "Contact Email:*" with the value "johndoe@ed.sc.k12.gov". There are "Save" and "Cancel" buttons at the bottom right.

If the information needs to be corrected, contact your school principal. He or she will work with the District Accreditation Contact to make corrections. Once all school information is correct, click the **Verify Information** (green button) at the bottom of the screen.



The Physical Address screen is a form with a title bar labeled "Physical Address" and a help icon. It contains four input fields: "Street:" with the value "128 Smith Street", "City:" with the value "Murrells Inlet", "State:" with the value "SC", and "Zip:" with the value "29576".

The Administration screen is a form with a title bar labeled "Administration" and a help icon. It contains two input fields: "Principal:" and "Superintendent:", each with a text box.

The Other Information screen is a form with a title bar labeled "Other Information" and a help icon. It contains two input fields: "Contact Name:*" with the value "Johnathan Doe" and "Contact Email:*" with the value "johndoe@ed.sc.k12.gov". There is a "Verify Information" button at the bottom right.

Since DOTS is a role-based application, the district and school information will be populated based on the user's login credentials and the role assigned them in the Web APPLICATION Access (WAA) tool (page 2). The school information is pulled and populated in DOTS from the SCDE Master School List (MSL) system which is maintained by the Office of State Accountability (OSA). OSA must review and approve all changes to this information.

The Office of State Accountability will notify the person requesting a change in district/school information when that change has been finalized. Remember your school information must be correct **before** you place the diploma order.

Order Early/Late Diplomas

Early/Late Diploma orders include graduates from the following periods. Specific dates will be listed in DOTS.

- Winter - Students expected to graduate between August and January.
- Summer - Students expected to graduate between June and August.
- Late - Examples: Transfer students or students needing to be added to an initial Spring Batch Order List.

Follow the instructions below:

1. Login to the SCDE Member Center; under Web Applications, select Diploma Order Tracking System.
2. Click the **Diploma Orders** tab.
3. Click **Verify School Information** and complete.
4. Click the **Order Early/Late** tab.
5. Be sure your school's information is there and correct.
6. Click **Add Student**; in the **Search Box**. Type a student's name or a portion of a name and click **Search**. All students with that last name or a close variation should populate the left side of the screen.
7. From this listing identify the student or students for the diploma order for the graduating period (winter, summer or late).
8. Click on the correct line with the student information.
9. The line(s) will turn green.
10. If you incorrectly click a student's name, one not graduating at this time, click the green line again, and it will turn white.
11. Once all graduating students from this list have been chosen, and they are showing as green; click the arrow at the bottom of the page pointing to the right.
12. The name(s) will be moved to the right side of the page.

D.C. High School Students

Search

Grade	Student Id	Student Name
12	XXXXXX8005	James Madison
12	XXXXXX1071	John Calvin Coolidge
12	XXXXXX5147	Martin Van Buren
11	XXXXXX6856	Andrew Jackson
11	XXXXXX4103	Dwight David Eisenhower
11	XXXXXX2968	Franklin Delano Roosevelt
11	XXXXXX0981	James Abram Garfield
11	XXXXXX6887	James Knox Polk
11	XXXXXX2628	John Adams
11	XXXXXX2033	John Quincy Adams
11	XXXXXX3625	Lyndon Baines Johnson
11	XXXXXX2754	Richard Milhous Nixon
11	XXXXXX7598	George Walker Bush

Search

Grade	Student Id	Student Name
12	XXXXXX5746	Ulysses S. Grant
11	XXXXXX2691	Barack Hussein Obama
11	XXXXXX6747	Chester Alan Arthur
11	XXXXXX8849	Franklin Pierce
11	XXXXXX7598	George Walker Bush

Save Cancel

13. Wipe out the name in the **Search Box**.
14. Type in the next winter/summer/late graduate's name or SUNS Number. Students with that last name or a close variation will populate the left side of the form.
15. Return to Step 6.

When you have gone through the entire class, the winter/summer/late graduates are now on the right side of the page.

16. If you discover an error on the right side of the page, highlight that student and click the left-pointing arrow at the bottom of the right-hand column. That will remove the student from the winter/summer/late graduation diploma order list.
17. When the student list on right side of the page appears correct, click the **Save** (blue button). See the bottom, right side of the illustration above.
18. The diploma order list will appear below the **School Information** section. Here users may edit student information. A red triangle to the far right of a student's name informs the user errors have been detected. Click on the triangle to discover the error.

School Information

District: Washington District

School: D.C. High School

Order Error

Your order contains errors, please correct them before proceeding

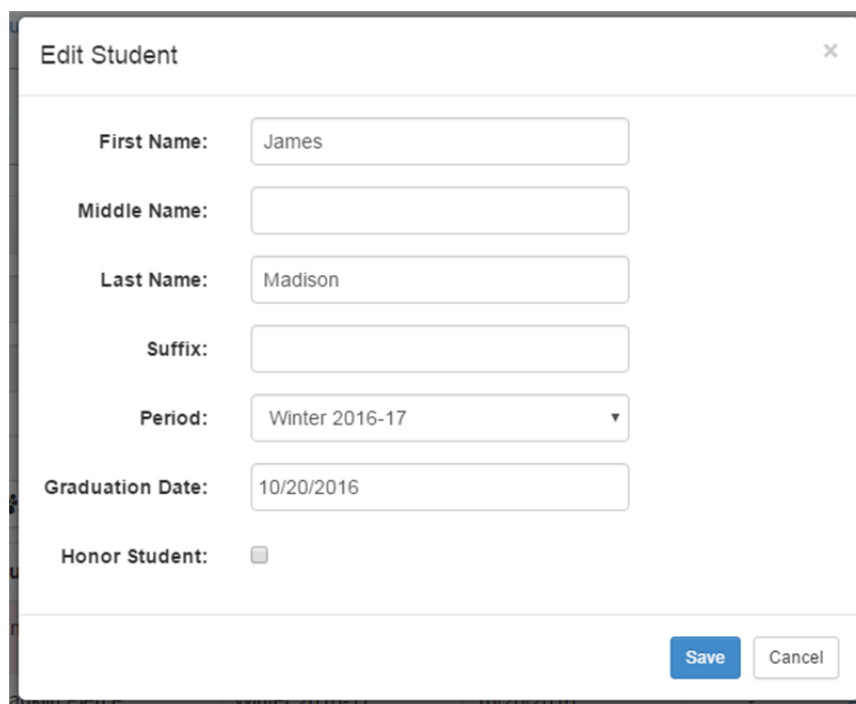
Edit Students 0

Add Students

Search

<input type="checkbox"/>	Student Id	Student Name	Graduation Period	Graduation Date	Honors	Edit	Remove	Info
<input type="checkbox"/>	XXXXXX8005	James Madison	-		-			
<input type="checkbox"/>	XXXXXX8849	Franklin Pierce	Winter 2016-17	10/20/2016	-			-
<input type="checkbox"/>	XXXXXX5746	Ulysses S. Grant	Winter 2016-17	10/20/2016	-			-

19. To edit an individual student's name, graduation date, graduation period or honors indicator, select the **Edit** icon to the far right of the respective student. The **Edit Student** screen will open. See the left side of the illustration above.

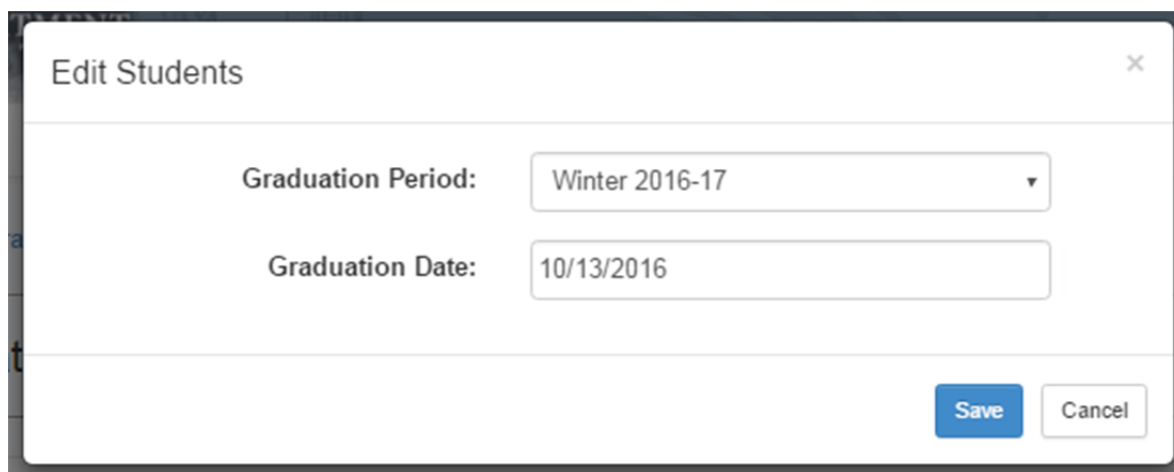


The 'Edit Student' form is a modal window with a title bar containing the text 'Edit Student' and a close button (X). The form contains several input fields and a checkbox:

- First Name:** Text input field containing 'James'.
- Middle Name:** Empty text input field.
- Last Name:** Text input field containing 'Madison'.
- Suffix:** Empty text input field.
- Period:** Dropdown menu showing 'Winter 2016-17'.
- Graduation Date:** Text input field containing '10/20/2016'.
- Honor Student:** Checkbox, currently unchecked.

At the bottom right of the form are two buttons: 'Save' (blue) and 'Cancel' (white).

20. Edits may be made to all of the listed students at once. For example, adding the correct graduation date. See the illustration below Step 18. Check the box to the left of the **Student ID** box. Then click the **Edit Students** (white button), above the **Student ID** box. A white box will open allowing you to add the correct graduation date for every student listed.



The 'Edit Students' form is a modal window with a title bar containing the text 'Edit Students' and a close button (X). The form contains two input fields and two buttons:

- Graduation Period:** Dropdown menu showing 'Winter 2016-17'.
- Graduation Date:** Text input field containing '10/13/2016'.

At the bottom right of the form are two buttons: 'Save' (blue) and 'Cancel' (white).

21. To make the same change for many students see the illustration below Step 18. Click the box to the left of the each **Student ID** just for the students that need the change. Then click the **Edit Students** (white button), above the **Student ID** box. A white box will open allowing you to add the correct graduation date for every student checked. See the illustration below Step 20.
22. Special characters can be typed or pasted into name fields if necessary.
23. Students added to the order in error may be removed before submission by selecting the **Remove** icon (X). See the illustration below Step 18.
24. To order an Academic Honors Award, add a check mark in the Honors column to indicate the student(s) is to receive an Academic Honors Award in addition to a diploma. To see the requirements for earning an Academic Honors Award go to: <http://ed.sc.gov/districts-schools/state-accountability/feature-boxes/high-school-diploma/south-carolina-academic-honors-award/>. The check mark for the Academic Honors Award may be entered by using the **Edit** icon when ordering a diploma or the Academic Honors Award values may be set in PowerSchool. For more information on how to set this flag in PowerSchool, contact your PowerSchool support staff. See the illustration below. Also, see the illustration following Step 19.

School Information

District: Washington District
School: D.C. High School

Edit Students
Add Students

Search

	Student Id	Student Name	Graduation Period	Graduation Date	Honors	Edit	Remove	Info
<input type="checkbox"/>	XXXXXX8849	Franklin Pierce	Spring 2016-17	11/23/2016	-			
<input type="checkbox"/>	XXXXXX7598	George Walker Bush	Winter 2016-17	10/13/2016	-			
<input type="checkbox"/>	XXXXXX4103	Dwight David Eisenhower	Spring 2016-17	12/01/2016	✓			-

Showing 1 to 3 of 3 students
10 students per page

« < 1 > »

Clear Order Place Order

25. Once all diploma order information has been entered and confirmed for accuracy, select **Place Order** (green button) at the bottom right. See the illustration above.

A confirmation email will automatically be sent to the submitter, principal, diplomas@ed.sc.gov and print vendor. Standard processing time, including shipping and delivery, is four weeks from the order date.

Note: **Important Reminder — When ordering Order Early/Late Diplomas, you are not pulling the information for the Early/Late diploma orders directly from the values in PowerSchool. It is imperative that school data in PowerSchool is up-to-date with the appropriate values for a graduate. To run reports from the PowerSchool database at any point in the future, you will want the PowerSchool list of graduates to match the DOTS graduate list. See page 1 for the values needed in PowerSchool for all graduates.**

Order Spring Batch Diplomas

PowerSchool must be coded correctly for students to appear in DOTS for Spring Batch diploma orders. Please check the PowerSchool requirements on page 1.

Follow instructions below:

1. Login to the SCDE Member Center. Under Web Applications, select **Diploma Order Tracking System**.
2. Click the **Diploma Orders** tab.
3. Click **Verify School Information** and complete.
4. Click **Order Spring Batch Diplomas**. If the PowerSchool codes match the requirements listed on page 1, the Spring Batch Diplomas order will be populated.
5. If the graduation date is not correct, select **Update Graduation Date** above **Student Name** – select your graduation date from the calendar for all students in the Spring Batch.



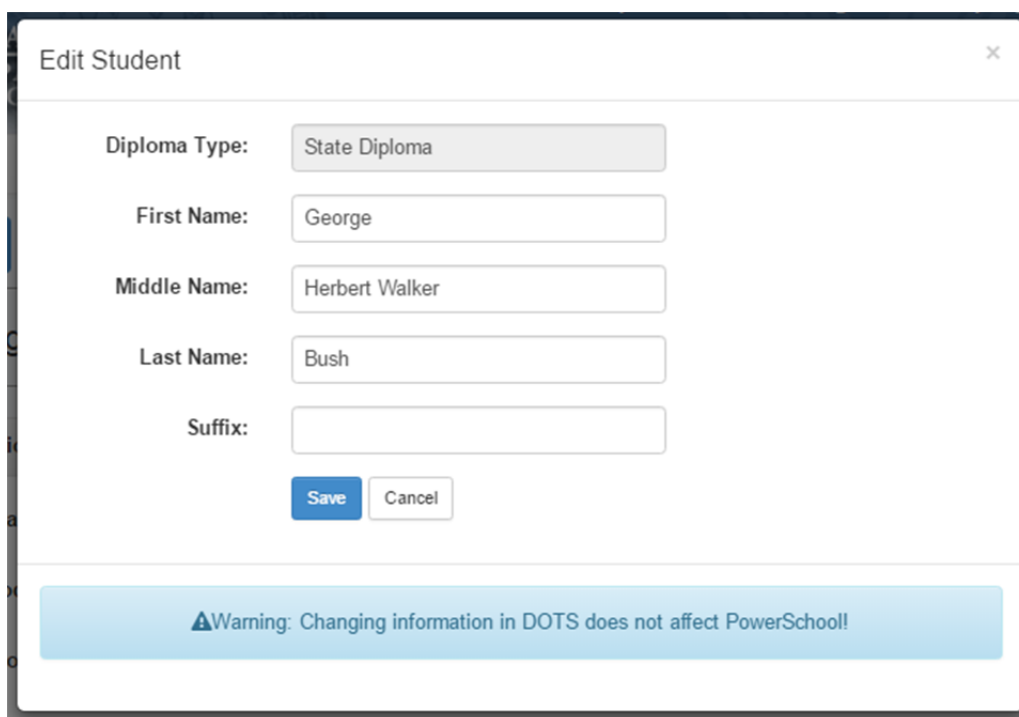
Student Name	Honors	Diploma Status	Graduation Date	Edit	Remove
George Harrison		Not Ordered	06/14/2017		
John Winston Lennon		Not Ordered	06/14/2017		
Richard Starkey Jr.		Not Ordered	06/14/2017		

6. Review your diploma order list to ensure that all projected graduates are listed. If all graduates are listed, even if there are errors in a name(s), proceed to Step 11. If you have an issue(s) go to Step 7.
7. If a student(s) is not listed, review the coding in PowerSchool and make changes, if necessary (refer to **PowerSchool Data** page 1). You will need to wait until the next Power School extraction to see if the student is now listed.
8. If no errors are detected in PowerSchool and the student(s) is not listed in the spring batch diploma order, you may order that student(s) using the **Order Early/Late Diplomas** on the **Diploma Orders** tab.

9. Adding a student for spring graduation using **Order Early/Late Diplomas** is perfectly acceptable. However, when ordering using **Early/Late**, you are not pulling the information for the Early/Late diploma orders directly from the values in PowerSchool. It is imperative that school data in PowerSchool is up-to-date with appropriate values for a graduate.
10. If you continue to have difficulty, contact diplomas@ed.sc.gov for further assistance.

Confirm your list count of graduates.

11. To edit an individual student's name, select the **Edit** icon to the far right of the respective student. (See the illustration below Step 5) Make the appropriate changes and select **Save** (blue button).



The screenshot shows a web form titled "Edit Student" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Diploma Type:** A dropdown menu currently showing "State Diploma".
- First Name:** A text input field containing "George".
- Middle Name:** A text input field containing "Herbert Walker".
- Last Name:** A text input field containing "Bush".
- Suffix:** An empty text input field.
- Buttons:** Two buttons at the bottom: a blue "Save" button and a white "Cancel" button with a grey border.
- Warning:** A light blue banner at the bottom of the form contains the text: "Warning: Changing information in DOTS does not affect PowerSchool!".

NOTE: Changing a student's name will change the Diploma Ordered Status to Not Ordered. If the student's diploma was already ordered, it will need to be re-ordered. Refer to Steps 14 and 15.

12. Special characters may be typed or pasted into name fields as necessary.

To order an Academic Honors Award in the Spring Batch Diploma Order the values must be set in PowerSchool. Also, the Diploma Query will need to run before the Academic Honors Award flag will show for a student. To see the requirements for earning an Academic Honors Award go to: <http://ed.sc.gov/districts-schools/state-accountability/feature-boxes/high-school-diploma/south-carolina-academic-honors-award/>.

13. Setting Academic Honors in PowerSchool. From the PowerSchool start page, select student.

14. Click State/Province – SC.



15. Click South Carolina Student Information.

The screenshot shows a web form titled 'South Carolina State Information'. At the top, it displays the student's name 'Armstrong, Noah Thomas', ID '12 720010002259', and school 'THS3'. Below this is a table with various information sections. A red arrow points to the 'South Carolina Student Information' section. The sections in the table are: South Carolina State Information, State ID (6868913567), Include this student in State Reporting (Yes), Self Contained Class (checkbox), EFA/EIA Classification Information, Contacts, CATE, Early Childhood, South Carolina Student Information, Precode, Students Not Tested on State Assessments, Transportation, Work-based Learning, Homeless Student Information, Immunizations, Graduation Rate Planning Worksheet, and Civil Rights Data Collection (CRDC).

16. Scroll down to the box below and select I – Academic Honors:

The screenshot shows a form with the following fields and values:

- Ninth Grade Code: 14 - 2013-2014
- Diploma Type (for Transcript): F - State of SC Diploma
- Diploma Ordered: F - State of SC Diploma
- Award Ordered: I - Academic Honors (indicated by a red arrow)
- Diploma Earned: (empty dropdown)
- Award Earned: (empty dropdown)
- Diploma Order Number: (empty dropdown)
- Scholarship Ordered: (empty dropdown)
- Graduation Date: 06/02/2017
- Graduated School Number and Name: 0 -

17. For more information on how to set this flag in PowerSchool, contact your PowerSchool support staff.

18. The **Remove** icon (X) in Spring Batch diploma orders allows the DOTS School Admin or DOTS School Staff to remove a student from the order. If the school needs to place an order and a student is in the table that should not be there, the **Remove** icon may be used.

If you remove a student from Spring Batch Diploma Ordering, remember the student must have the PowerSchool codes required for graduation changed to prevent him/her from reappearing in the diploma order during the next import. The name of the student may not be removed if the order has been received by the print vendor, or certified as a graduate by the DOTS School Admin.

The screenshot shows the 'School Information' section with the following details:

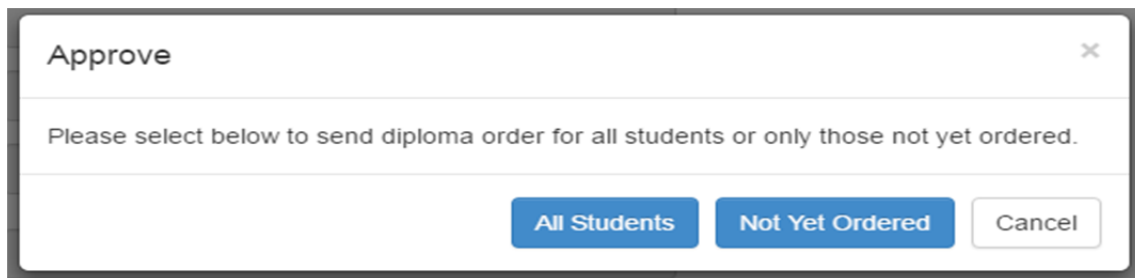
- School Year: 2016-17
- Period: Spring
- School: D.C. High School
- Graduation Date: 11/17/2016
- Diploma Status: Show All

Below this is a table of students with the following columns: Student Name, Honors, Diploma Status, Graduation Date, Edit, and Remove. The table lists seven students, all with 'Diploma Ordered' status and a graduation date of 11/17/2016. Each student has a blue 'Edit' icon and a red 'X' 'Remove' icon.

At the bottom of the table, there is a pagination bar showing 'Showing 1 to 10 of 21 students' and a '10 students per page' dropdown. There are also 'View Printable Format' and 'Place Order' buttons.

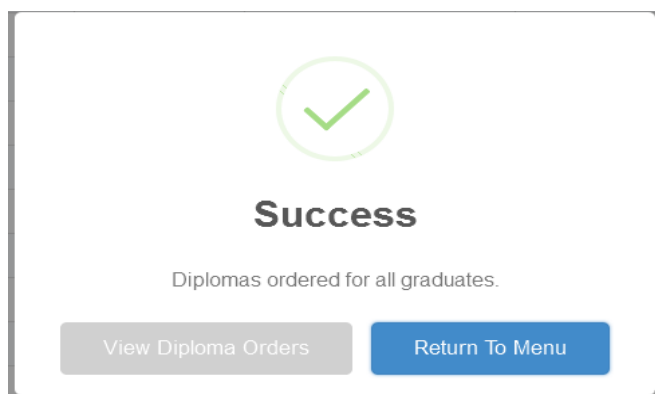
19. Once all order information has been entered and confirmed for accuracy, select **Place Order** (green button). See the illustration above.

20. If this is the **first time** placing an order for the Spring Batch diploma order, select **All Students**.



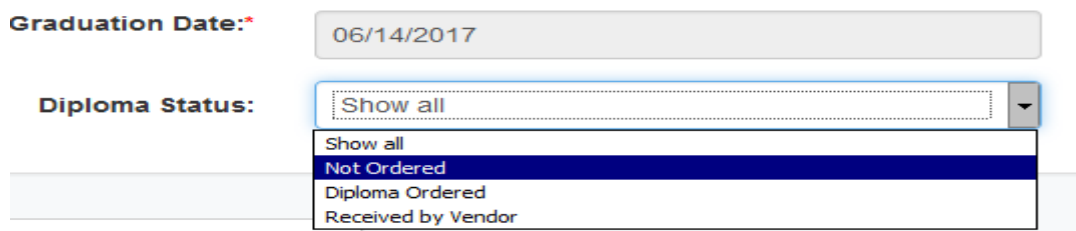
A dialog box titled "Approve" with a close button (X) in the top right corner. Below the title bar, it says "Please select below to send diploma order for all students or only those not yet ordered." At the bottom, there are three buttons: "All Students" (blue), "Not Yet Ordered" (blue), and "Cancel" (white with a grey border).

21. If additional students are added to the Spring Batch diploma order during the ordering period and you have **already placed an order**, select **Not Yet Ordered**. See the previous illustration.
22. When all graduates listed in your Spring Batch diploma order are accepted, you will receive the following pop-up notice.



NOTE: A confirmation email will be automatically sent to diplomas@ed.sc.gov, the print vendor, the school contact, and principal. Standard processing time, including shipping and delivery, is four weeks from the order date.

23. After you have placed an order you may print a copy of the students listed in the order. The Diploma Status has 4 possible formats. You may choose between **Show all** (all students on the list), **Not Ordered** (students who have not had diplomas ordered), **Diploma Ordered** (students who have had their diplomas ordered) and **Received by Vendor** (the print vendor has downloaded your information).



A form section with two labels: "Graduation Date:" and "Diploma Status:". The "Graduation Date:" label is followed by a text input field containing "06/14/2017". The "Diploma Status:" label is followed by a dropdown menu. The dropdown menu is open, showing four options: "Show all", "Not Ordered", "Diploma Ordered", and "Received by Vendor". The "Not Ordered" option is currently selected and highlighted in blue.

24. At the bottom left side of the **Order Spring Batch Diplomas** site, you will see a **View Printable Format** (blue button). This creates a printed list of the Spring Batch diploma orders in whichever diploma status you have picked. Print and save it for your records.

Showing 1 to 10 of 21 students 10 students per page

« ‹ 1 2 3 › »

[View Printable Format](#) [Place Order](#)

25. You may find the **Search** function at the top right corner of the list useful. Enter a name or part of a name to search and click your keyboard **Enter** button.

Search by name:

Student Name	Honors	Diploma Status	Graduation Date	Edit	Remove
George Harrison		Not Ordered	06/14/2017		
John Winston Lennon		Not Ordered	06/14/2017		
Richard Starkey Jr.		Not Ordered	06/14/2017		

Diploma Order Report

This screen is viewable by all users and provides a snapshot of the diplomas order process. The data displayed is restricted by each user's role, either as district or school user.

1. Click the **Diploma Orders** tab and then the **Diploma Order Report**. To view a report, use the drop down boxes to select the proper school year and the period: Spring, Summer or Winter. While using your correct district, pick the school for the report you want to see.
2. The original report screen will show the name of the district or the school and the following columns: Student Name, Honors, Diploma Status and Graduation Date.

Diploma Order Report

Graduation Period

School Year: 2015-16
Period: Spring

[Export](#)
Excel

Abbeville High School Order Report

Student Name	Honors	Diploma Status	Graduation Date
George Harrison		Received by Vendor	06/14/2017

3. You may export the **Diploma Order Report** in an Excel format (This gives a report you may manipulate.) or use the drop down list under Excel. This year the Excel list should appear in alphabetical order by last name. The screen list is static much like a PDF document.
4. Either exported list may be printed. Both reports show how a student's name will appear on the diploma and the diploma order status for each student.

Graduation List

Graduation Verification Process Overview

Diplomas are usually ordered well before the actual graduation. If a diploma(s) is ordered and the student does not finish all the graduation requirements, the **ordered diploma is not awarded to the student**. All diplomas not awarded must be returned to the SC Department of Education, Office of State Accountability, 1429 Senate Street, Columbia, SC 29201.

1. This step in the process is to closely check all students for which a diploma was ordered and remove the names of the students who did not graduate. This is the first step in **Verifying** the graduates.
2. PowerSchool must be set to the correct values to indicate the student graduated.
3. Once the DOTS School Staff user verifies all students earning a diploma, the DOTS School Admin (school principal) certifies the accuracy of the list.
4. This verification and certification process **must happen within 10 days of graduation**.

Graduate Verification

This entire process must be finished within **10 days of the date of graduation**.

1. Update PowerSchool so all graduating students are coded with an **F** in the **Diploma Earned Field**.
2. Additional Required PowerSchool codes and values:
 - Exit Date – This must be inside the dates of the Winter, Spring, or Summer diploma order periods. Check DOTS landing page for the correct dates.
 - Enrollment Status – This must be a 0 or 3. Contact your district IT office if you do not have access to this field.
3. District PowerSchool Data Extract:
 - District IT staff have the ability to extract their schools' data using the Enrich Data Collection Tool.
 - As in the diploma ordering period, districts are encouraged to run the *Diploma Orders* query regularly during their districts' graduation seasons.
 - SCDE will continue to extract data from all districts
 - As long as PowerSchool is coded correctly, the school data will be visible after each SCDE data extraction.
4. The DOTS School Staff user will log into DOTS following the procedures outlined in Accessing DOTS on page 3 of this manual.

5. The DOTS School Staff user will open the **Graduation List** tab and choose **Verify Graduation List**.
6. The DOTS School Staff user will choose the correct school year and period of this graduation.
7. Review the graduate list to ensure all students are properly listed.
8. Students may be quickly located by typing their names or SUNS numbers into the Search field.

NOTE: If changes to ANY of the student names were made outside of DOTS, those same changes will need to be made here using the Edit feature.

9. If there are students missing from the graduate list, but diplomas were ordered inside DOTS, you may use the **Append List From Order** (white button).

Append List From Order
Search by name:

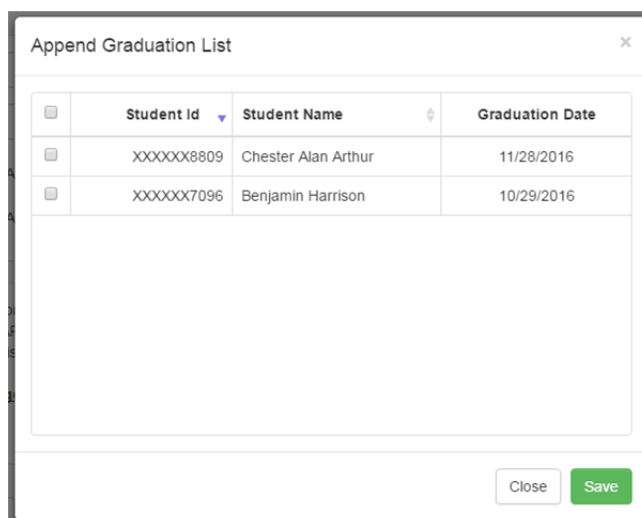
Student Id	Student Name	Honors	Graduation Date	Diploma Status	Edit	Remove
XXXXXX6747	Chester Alan Arthur	-	10/20/2016	Diploma Earned		
XXXXXX7598	George Walker Bush	-	10/20/2016	Diploma Earned		
XXXXXX0681	Andrew Payne Cheney	-	10/13/2016	Diploma Earned		
XXXXXX5746	Ulysses S. Grant	-	10/20/2016	Diploma Earned		
XXXXXX9797	Andrew Henry Henderson		10/13/2016	Diploma Earned		
XXXXXX8005	James Madison		10/16/2016	Diploma Earned		
XXXXXX2691	Barack Hussein Obama	-	10/20/2016	Diploma Earned		

Showing 1 to 10 of 13 students
10 students per page

« ‹ 1 2 › »

Submit to Administration

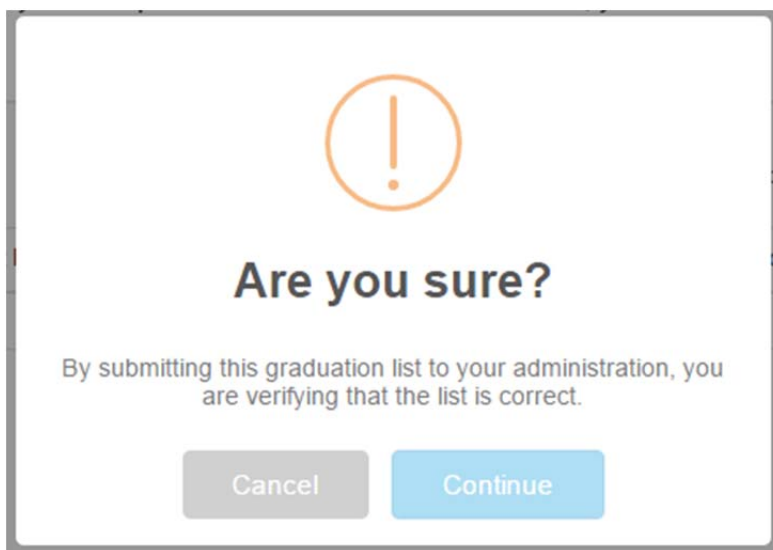
10. The **Append List From Order** button will open a list of students for whom diplomas were ordered. For the name(s) needed, click in the box to the left of the student(s) Id(s) column. Click **Save** (green button).



The dialog box titled "Append Graduation List" contains a table with three columns: "Student Id", "Student Name", and "Graduation Date". There are two rows of data. Below the table is a large empty text area. At the bottom right are "Close" and "Save" buttons.

<input type="checkbox"/>	Student Id	Student Name	Graduation Date
<input type="checkbox"/>	XXXXXX8809	Chester Alan Arthur	11/28/2016
<input type="checkbox"/>	XXXXXX7096	Benjamin Harrison	10/29/2016

11. Once the DOTS School Staff user has confirmed that all graduates (only those students who earned a South Carolina Diploma) are included on the list, the DOTS School Staff user selects **Submit to Administration** (blue button).
12. Selecting **Continue** (blue button) will notify the DOTS School Admin (school principal) that the list is ready for his or her review and final approval and certification.



The dialog box features a large orange exclamation mark icon at the top. Below it, the text "Are you sure?" is displayed in a large, bold font. A smaller line of text reads: "By submitting this graduation list to your administration, you are verifying that the list is correct." At the bottom are two buttons: "Cancel" (grey) and "Continue" (blue).

NOTE: The district Web access coordinator is responsible for linking assigned roles within the Web Application Access (WAA) tool to the proper users. If the DOTS School Staff or DOTS School Admin roles, personnel or email changes, the district Web access coordinator must make the appropriate changes.

Principal Certification/Verification Process:

1. The school principal (DOTS School Admin) will receive an email informing him/her that the school's graduate list is ready for review and certification/verification (approval).
2. The DOTS School Admin user will log into DOTS following the directions in Accessing DOTS on page 3 of this manual.
3. The DOTS School Admin user will open the **Graduation List** tab and choose **Verify Graduation List**.

NOTE: All official graduation lists for South Carolina High School Diplomas must be submitted using the Diploma Ordering Tracking System (DOTS) no later than **TEN CALENDAR DAYS** after graduation. The official graduation list must be electronically signed, using a PIN number, and dated by the school principal for the graduation list to be certified/verified and accepted.

Append List From Order

Search by name:

Student Id	Student Name	Honors	Graduation Date	Diploma Status	Edit	Remove
XXXXXX6747	Chester Alan Arthur	-	10/20/2016	Diploma Earned		
XXXXXX7598	George Walker Bush	-	10/20/2016	Diploma Earned		
XXXXXX0681	Andrew Jackson	-	10/13/2016	Diploma Earned		
XXXXXX5746	Ulysses S. Grant	-	10/20/2016	Diploma Earned		
XXXXXX9797	Abraham Lincoln		10/13/2016	Diploma Earned		
XXXXXX8005	James Madison		10/16/2016	Diploma Earned		
XXXXXX2691	Barack Hussein Obama	-	10/20/2016	Diploma Earned		

Showing 1 to 10 of 13 students

10

 students per page

«

«

1

2

»

»

Verify Graduates

4. The DOTS School Admin (school principal) confirms that this list includes the graduates who **earned** a South Carolina Diploma.
5. Students may be quickly located by typing their names or SUNS numbers in the Search field.
6. The DOTS School Admin certifies all remaining graduates on the Graduate List by clicking the **Verify Graduates** (green button). The **Graduate List Approval** screen is displayed.
7. DOTS will request a PIN number from the school principal. If a PIN number has not previously been setup, the create PIN number screen appears. If the DOTS School Admin has previously created a PIN number enter the number on the **Graduate List Approval** screen.

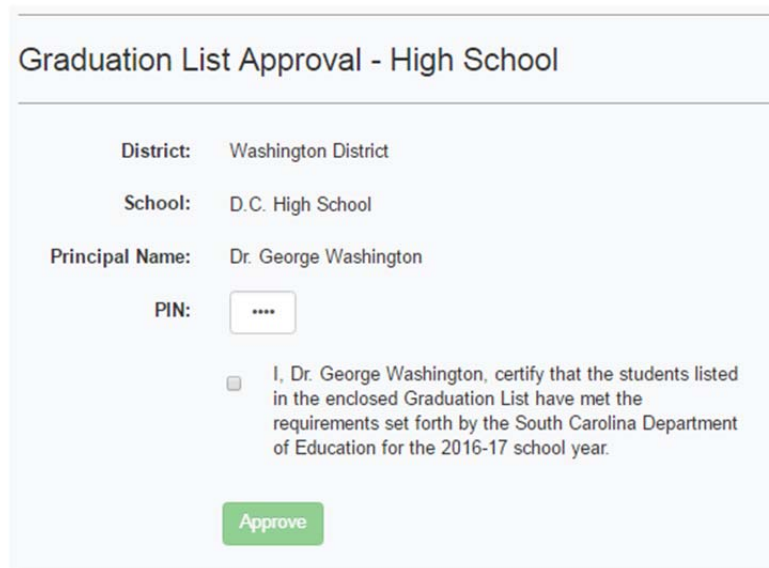
8. Creating a first-time Pin number.

- In the Create Pin Number box, use the dropdown box to select a Security Question and provide a corresponding answer (answers are not case sensitive).and supply the answer.
- Enter a 4-digit number, re-enter the same number and select **Create** (blue button).



The screenshot shows a web form titled "Create PIN Number". Inside the form, there is a section titled "Create PIN". It contains the following fields: "Security Question:" with a dropdown menu showing "What was your childhood nickname?", "Answer:" with a text input field containing "Sam", "PIN Number" with a 4-digit masked input field, and "Confirm PIN Number" with another 4-digit masked input field. At the bottom right of the form are two buttons: "Cancel" and "Create".

- A PIN number is used for the DOTS School Admin's signature; to certify the students listed are SC graduates from the graduation dates listed.
9. After a new PIN number has been created or the DOTS School Admin has a previously created PIN number to use, the **Graduate List Approval** screen is displayed. Enter your 4-digit PIN number. Select the checkbox acknowledging the certification/verification of the student list, and select **Approve** (green button).



The screenshot shows a web form titled "Graduation List Approval - High School". It contains the following fields: "District:" with the value "Washington District", "School:" with the value "D.C. High School", "Principal Name:" with the value "Dr. George Washington", and "PIN:" with a 4-digit masked input field. Below the PIN field is a checkbox that is currently unchecked, followed by the text: "I, Dr. George Washington, certify that the students listed in the enclosed Graduation List have met the requirements set forth by the South Carolina Department of Education for the 2016-17 school year." At the bottom of the form is a green button labeled "Approve".

10. If the required information was successfully processed, the certification/verification screen will be displayed.

Resetting the Personal Identification Number (PIN)

1. If the DOTS School Admin needs to reset his/her PIN number, the security question may be used. Select **PIN Numbers** from the **Admin** menu.

PIN Number

Attention!

You have already created a PIN number for yourself.
If you wish to reset your PIN, click the button below.

[Reset PIN number](#)

Reset PIN

Security Question: What was your childhood nickname?

Answer:

PIN Number:

Confirm PIN:

[Forgot Security Questions](#) [Submit](#)

2. If you remember your security question you can type in the answer followed by a new PIN and click submit. If you have forgotten your security question, please select **Forgot Security Questions**.
3. Clicking **Forgot Security Questions** will pop open a dialog box asking if you want to have a temporary PIN sent to your email. Once you've received this email enter the temporary PIN, new PIN, choose a security question and answer it. Click Submit (blue button).

Reset PIN Number

Reset PIN

Security Question: What was your childhood nickname?

Answer:

Temporary PIN:

New PIN:

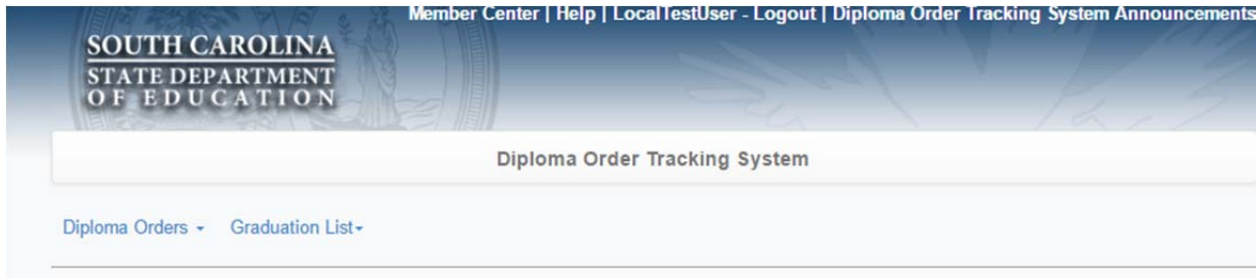
Confirm PIN:

[Submit](#)

4. Return to Step 6 on page 22.

DOTS Directions for District Users

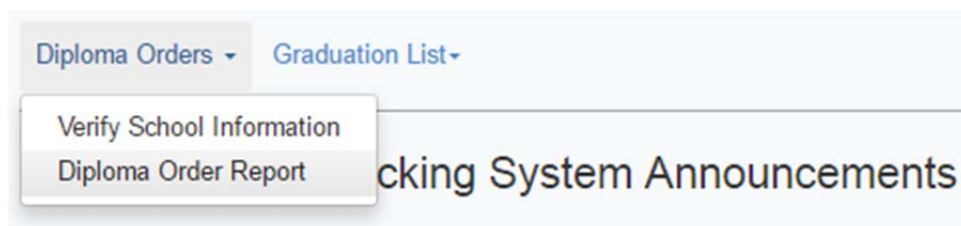
When a district user enters DOTS, the following menu options will display.



Checking Diplomas Orders

The **Diploma Orders** tab provides the district user the ability to view diploma orders for each school in the district.

1. District users have read-only access to the **Verify School Information**. They also may view diploma order information for schools in their district and the students in those schools.



- The District user may review two types of school information about diplomas.
 - The school graduate list created for each school in the district.
 - Diploma orders created by each school.

NOTE: For a District user, the appropriate district is pre-populated based on login credentials. District users have the ability to select and view (read-only) information about the schools in the districts. The time – period field will indicate the current semester.

View DOTS Reports

1. To view a report, enter the school and detail level. Select the **Excel or Screen Format**.
2. The report shows if the system has received diploma data from a school, how many student names have been submitted for printed diplomas, and how many student names already flagged for a diploma have not been submitted to the diploma print vendor.
3. To view a specific graduate list, select **View Graduate Information** from the **Graduation List Approvals** menu. Select the appropriate year and time – period. Selecting display will generate an online report. Selecting Excel will download the selected list to an Excel spreadsheet.

Frequently Asked Questions

Q: One (or more) of my students didn't appear on my list.

A: Solution 1: Insure that the following has happened:

- The school must properly update the student's information in PowerSchool.
 - **Diploma Ordered** field must contain an 'F'.
 - The exit date must be in the proper range.
- The district has run the *Diploma Orders* query in the Enrich Data Collection Tool to move the data into this system, and the query was run after you had completed your corrections.

Solution 2: If you are unsure how to perform the above tasks, or you have checked and still have questions, please contact school or district PowerSchool support.

Q: Why was a warning message displayed?

A: Read the message carefully. The reason will be documented within the message. If you continue to have difficulty, contact diplomas@ed.sc.gov for further assistance.

Q: I cannot log into the system.

A: You may not be registered to access this system. Please contact your district Web access coordinator in the district IT staff. The Web access coordinator is responsible for linking assigned roles within the Web Application Access (WAA) tool.

Q: I cannot access the programs I need.

A: You may not have the correct role for this system. The district Web access coordinator is responsible for linking assigned roles within the Web Application Access (WAA) tool to the proper users. If a user's role or email changes, the Web access coordinator must be notified and he/she should make the appropriate changes.

Q: I cannot click the Approve button.

A: Solution 1: If a warning message is displayed, please read it carefully and follow the instructions.

Solution 2: You may not have been assigned the correct role for this system. Please contact your district Web access coordinator. He/she is responsible for linking assigned roles within the Web Application Access (WAA) tool to the proper users. If a user's role or email changes, the Web access coordinator must be notified and he/she should make the appropriate change.

Q: What are the specific information elements from the SC Standard Transcript sent to colleges/universities for scholarship determination?

A: The official South Carolina (SC) High School transcript is titled “State of South Carolina Standard High School Transcript – Final.” It will be dated between the high school graduation date and **June 15 at the latest** (*See below Final Transcripts and Date Calculated*). It will provide all completed coursework by term. It will be signed by the principal. It will have both 4.0 Grade Point Average (GPA) and SC Uniform Grading Policy GPA (weighted) listed. Class rank will be calculated between the last day of school and June 15.

Q: When should final transcripts be run each year, and what is the date “Calculated”?

A: Run the entire set of transcript reports for each class every year and archive them. This should be done between high school graduation and June 15. The *drop-dead* deadline for transcripts to be processed for state scholarship eligibility determination is June 15. **There are no exceptions to this date.** Be sure to run the entire set of transcript reports sometime between the high school graduation date and June 15 each year.

After archiving these transcripts, **DO NOT RERUN** transcripts using PowerSchool. Any grade data changes after this *Final* run can present GPA and class rank errors that will potentially disqualify a school’s students from scholarship eligibility. Only these archived reports should be sent to colleges, universities, and the SC Commission on Higher Education.

Date Calculated is the date on which these reports are run. It is required on all transcripts used for state scholarship purposes. This date is the actual system date on which final transcripts were processed in PowerSchool, not the date archived transcripts were printed.

Q: What about summer graduates?

A: **Final grades/ranking cannot include grades earned after the official spring graduation date.** Grades earned after high school graduation (e.g. summer school grades) cannot be used in these calculations. Contact the SC Commission on Higher Education about students graduating a year (or two) early during the summer. These students may be able to earn scholarship eligibility based on the SC Uniform Grading Policy. Class rank would not be used as an eligibility factor.

Q: How do I add a graduate to the South Carolina verified Graduate List?

A: The school may not add a student to an already verified/certified Graduate List. The school sends a copy of the student’s transcript and a letter on school letterhead; both signed by the principal. This letter is uploaded into DOTS to show why a graduate was added after-the-fact. You are welcome to fax the letter and transcript to 803-734-6225, our secure fax. More

than one student name may be included in the letter, but each student will need a final transcript. Please send the fax to Laura McNair.

The Graduate List is preserved to allow replacement copies of lost diplomas or to verify to an employer or to a school the former student was a South Carolina graduate. If a student is not on the **Graduate List**, the student cannot order a replacement diploma, nor have his or her graduate status verified.

Q: How do I change the spelling or presentation of a name if the graduate has been verified?

A: The school will need to send this information on school letterhead, signed by the principal. In the letter include: the correct spelling of student's full name; show the incorrect spelling previously submitted and label it as **INCORRECT**; include the date of graduation and the school name. Send a copy of the student's birth certificate with the correct spelling. The letter and attachment may be scanned and sent by secure fax, 803-734-6225. The letter and birth certificate will be entered into DOTS for a record of the change. Please send the fax to Laura McNair.

Q: Before diplomas are verified/certified, how do I order a diploma for a student whose information has changed, but the graduation ordering period has passed?

A: The school will send an email to the Office of State Accountability and to the vendor for the printing of the diploma. The email must contain the correct spelling of the student's **full** name, the name of the school and the graduation date.

FINAL NOTE: If you feel that your question can only be answered via an eService ticket, please include print screens of the screen/message in question. The more detail that is provided in this ticket, the faster it can be resolved. If you are unsure how to submit an eService ticket, please contact the district IT staff or a member of the district PowerSchool support staff.